

# Reviewing a Statewide Tech Plan

October 16, 2002

As we meet together in small groups we will use the following criteria to review statewide technology plans:

A. **Components:** Does the plan contain the necessary components?

1. Plan Goals
2. Tech Support and Staffing System
  - a. Central Support/Coordination
  - b. Program/Office Support
  - c. Program Tech Policy, Planning and Budgeting
3. Baselines
  - a. Desktops for all staff
  - b. Internet Access for all staff
  - c. Local Area Networks in Each Office w/ backups and security
  - d. Phone Systems
  - e. Email
  - f. Software - word processing, email, browser, antivirus, etc.
4. Collaborations
  - a. Interoffice/Interprogram Connectivity - WAN, Internet Access, ASPs
  - b. Statewide Email Lists , Discussion Boards, Address Book
  - c. Web Sites - advocate, pro bono and internal program for sharing content (i.e. brief bank)
5. Integrated Case and Doc Management System
6. Community Outreach and Client Access
  - a. Community Oriented Website
  - b. Online Pro Se & CLE
  - c. Community Access Outreach
  - d. Electronic Filing
7. Computer Assisted Legal Research
8. Tech Training System
9. Implementation, Oversight, Review and Evaluation Process

B. **Timelines:** Does the plan contain timelines for each component and are they realistic given the staffing Structure?

C. **Assignments:** Has the plan designated responsibility to a person or group for each of the components? Is this covered elsewhere (i.e. project workplan)?

D. **Funding** - is there a plan for funding the plan? Is it realistic?

E. **Sustainability:** is the plan sustainable?

F. **Buyin:** All critical groups represented in planning body (not just nerds)? Plan circulated for review?

G. **Partnerships:** How does the plan expand available resources by bringing in partners outside the legal aid community. Potential funders involved?